



POSTAL REGULATORY COMMISSION

JOB VACANCY NOTICE

VACANCY NUMBER: PRC 04-22

OPEN: MAY 20, 2022

CLOSE: JUNE 10, 2022

POSITION TITLE: CONTRACTING OFFICER
GRADE: PRC-5/6
SALARY RANGE: PRC 5: \$106,823 - \$151,479
PRC 6: \$126,233 - \$168,282
LOCATION: POSTAL REGULATORY COMMISSION
OFFICE OF SECRETARY AND ADMINISTRATION
901 NEW YORK AVENUE, NW, SUITE 200
WASHINGTON, DC 20268-0001
TELEWORK ELIGIBLE: YES
APPOINTMENT TYPE: PERMANENT
SECURITY
CLEARANCE: PUBLIC TRUST BACKGROUND INVESTIGATION
INFORMATION: ONE POSITION MAY BE FILLED UNDER THIS VACANCY ANNOUNCEMENT
WHO MAY BE
CONSIDERED: OPEN TO THE PUBLIC
APPLICATION PERIOD: THREE WEEKS OR UNTIL 200 APPLICATIONS HAVE BEEN RECEIVED, WHICHEVER OCCURS FIRST

SUMMARY

The Postal Regulatory Commission is seeking an experienced Contracting Officer to join its Finance team as it seeks to standardize and improve its contracting program. The incumbent of this position will serve as the Contracting Officer for the Commission and will report to the Finance Manager in the Office of the Secretary and Administration. This position is a multi-disciplinary role responsible for the development, implementation, and management of the Commission's current and future contracting processes and procedures.

LEARN MORE ABOUT THIS AGENCY

The Postal Regulatory Commission is an independent establishment of the executive branch created by the Postal Accountability and Enhancement Act (PAEA) to provide strengthened oversight of the Postal Service. The five-member bipartisan Commission promotes high quality universal mail service for the American people by ensuring Postal Service transparency, accountability, and compliance with the law. The Commission is the primary regulator of the Postal Service and works to provide appropriate insight into postal rates, finances, and service to stakeholders and the public.

WORK ENVIRONMENT

This position is in the Office of Secretary and Administration (OSA) which handles all Commission operations, including Finance (Budget, Accounting, Procurement), Information Technology, Human Resources, Strategic Planning, Facilities, Health and Safety, Records Management, Privacy, and more. The Finance subcomponent of OSA is led by a Finance Manager and includes two Financial Specialists. As a result of these expansive responsibilities and small number of staff,

OSA team members tend to possess entrepreneurial spirits, wear multiple hats, and engage in high levels of cooperation in order to ensure the Commission operates effectively and efficiently. The Commission supports a robust flexible work and telework program and scores highly on the Federal Employee Viewpoint Survey in areas of employee satisfaction.

MAJOR DUTIES AND RESPONSIBILITIES

Due to the growth in volume and complexity of its contracting needs, the Commission seeks an experienced Contracting Officer to lead the Commission in its contracting responsibilities, oversee acquisition policy development and management of all contracts at the Commission. The Commission occupies a unique position in the Federal contracting space where it applies best practices of the Federal Acquisition Regulation (FAR) and United States Postal Service (USPS) Supplying Principles but administer its contracts under neither system. The incumbent for this role should possess extensive knowledge of the FAR or the USPS Acquisition Principles and have the ability to apply their knowledge to build up the Commission's contracting program.

Duties of the Contracting Officer will include managing the Commission's contracts, updating procurement practices and policy related to contracts, ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of contracts, and safeguarding the interests of the Commission in its contractual relationships. This position will also be responsible for ensuring that all requirements of law, executive orders, regulations, and all other applicable procedures, including clearances and approvals have been met prior to entering into a contract. Working at a very small independent agency, the incumbent must be flexible and adaptive in order to manage the contracting process, assess and develop requirements, and apply sound business judgement while facing often competing demands for time and resources.

The major duties and responsibilities include:

- Serves as a Contracting Officer for all Commission contracts and agreements for supplies and services in support of the Postal Regulatory Commission's mission.
- Performs full range of contract administration responsibilities including contract initiation, drafting of contracts, engaging with legal review, recommendation of award, contract management monitoring contractor's progress, resolving problems with contractors/vendors, reviewing invoices, issuing modifications, conducting contract close-out, termination, and resolving claims. Administers contracts by assuring compliance with the terms and conditions of contracts, conducts post award meetings and regular check-ins with contractors, including resolution of problems concerning the obligations of the parties.
- Receives program requirements, develops procurement plan and other contract documents; determines method of solicitation and type of contract; determines the type of acquisition vehicles; conducts market research; and prepares solicitations. Develops criteria for evaluation of proposals that have multiple factors to determine best value to Commission.
- Advises senior leadership on matters pertaining to contracting actions, including contracting procedures and policy interpretation in regular contact and through formal correspondence, for major contracts and projects. Stays up to date on changes in legal requirements, executive orders, regulations, and all other applicable procedures relevant to the Commission's contracts.
- Handles contracts for supplies and/or services with specialized requirements, including the procurement of complex information systems, administrative services, information technology supplies and/or services to include cloud technology, hardware licensing, and software, etc., economic or other consulting specific to the Commission's regulatory oversight of USPS.
- Works closely with subject program offices and Contracting Officer Technical Representatives (COTR(s)) throughout the procurement life cycle to provide timely assistance; serves as a liaison between COTR and contractors; and provides procurement guidance and assistance to program staff members. Advises and assist Contracting Officer Technical Representatives, and other program office subject matter experts, in drafting requirements, proposals, statements of work, and requests for information; establishes acquisition milestones;

and assists in drafting acquisition plans. Ensures COTRs have appropriate training and support for their oversight of individual contracts.

- Participates as a member and negotiator on evaluation committees and groups for contractor selection; manages evaluation process by preparing evaluation schedule, evaluation guidelines in accordance with solicitation criteria, and ensures evaluation.

QUALIFICATIONS AND EVALUATION

Ten years of specialized experience serving as a Contracting Officer, Contracting Officer Representative, or Contracting Officer Technical Representative, involving 1) managing all aspects of contracts from acquisition planning to contract award to contract close-out; 2) work interpreting Government contracting/acquisition laws and policies; 3) developing contract negotiation strategies; and 4) developing acquisition strategies.

Preferred Experience:

At least three years of specialized experience as a Contracting Officer for the USPS and/or experience serving as a Contracting Officer for a non-CFO Act Federal agency or small Federal agency not subject to the FAR.

EDUCATION

Degree: Bachelor's degree (or higher degree) from an accredited educational institution.

BENEFITS

A career with the U.S. Government provides employees with a comprehensive benefits package. As a Federal employee, you and your family will have access to a range of benefits that are designed to make your Federal career very rewarding.

For more information, visit either <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/> or <https://www.opm.gov/healthcare-insurance/Guide-Me/Federal-Employees/>

You will earn annual **vacation leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/>.

You will earn **sick leave**. More info: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/>.

You will be paid for **Federal holidays** that fall within your regularly scheduled tour of duty. More info: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/#url=2022>

If you are a current Federal employee, you can boost your retirement savings by participating in the [Thrift Savings Plan \(TSP\)](#). The TSP offers the same types of savings and tax benefits as a 401(k) plan.

If you use public transportation, part of your **transportation costs** may be subsidized. Our human resources office can provide additional information on how this program is run.

You may participate in the **Flexible Spending Account (FSA)** program for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans.

CONDITIONS OF EMPLOYMENT

- You will be required to serve a probationary period of 1 year.
- Relocation expenses are not authorized.
- You will be required to participate in direct deposit.
- **Fair Labor Standards Act (FLSA) Status:** Exempt
- You must be a **U.S. citizen or national** to be eligible for this position.
- You must successfully pass a background investigation.

- This position may require you to submit a Public Financial Disclosure Report (OGE 278) upon entry and annually thereafter.
- The Postal Regulatory Commission uses e-Verify, an Internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#), including your rights and responsibilities.

ETHICS REQUIREMENTS

The Commission is committed to government ethics. As a Commission employee, you will be subject to the Standards of Ethical Conduct for Employees of the Executive Branch and the criminal conflict of interest statutes. Commission employees are also subject to Commission-specific ethics rules (39 C.F.R. subpart A of part 3001 and supplemental standards of ethical conduct [5 C.F.R. part 5601]). The supplemental standards prohibit Commission employees, as well as their spouses and dependent children, from owning any securities issued by entities that are identified on an annually published prohibited securities list. As an employee of the Commission, you must complete initial ethics training within three months of your appointment and, depending on your position, complete required financial disclosure forms within 30 days of your appointment.

REASONABLE ACCOMMODATION

If you need reasonable accommodation for a disability, please contact the Commission's HR office via email at HR@prc.gov or Sherri Proctor at 202-789-6869. If you have a hearing impairment, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above.

EEO POLICY STATEMENT

The U.S. Postal Regulatory Commission is an Equal Opportunity Employer. The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

VETERAN INFORMATION

If you are claiming veterans' preference, you must submit a copy of your DD-214 (Member 4 copy), or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs showing dates of service and type of discharge. Ten-point preference eligibles must also submit an Application for 10-point Veteran Preference, SF-15, along with the required documentation listed on the back of the SF-15 form. For more information on veterans' preference view [FedsHireVets](#).

LEGAL AND REGULATORY GUIDANCE

Social Security Number—Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number when requested will result in your application not being processed.

Privacy Act—Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature—Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements—If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service—If you are a male applicant born after December 31, 1959, on request you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

WHAT TO EXPECT NEXT

Once your online application is submitted you will receive a confirmation notification by email. After we receive application package (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. Please ensure that your application includes all required documents as we will not process applications missing a cover letter, etc. After the review is complete, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. Applicants will be notified of their status by email, referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants will receive a final notification once a selection decision has been made.

ADDITIONAL INFORMATION

COVID-19 Vaccination Requirement: To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Commission will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. All employees are still required to disclose their vaccination status to the Commission.

Receiving Service Credit or Earning Annual (Vacation) Leave: Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. The Commission may offer Federal employee's credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

HOW TO APPLY

Applicants must apply through the online application system USAJOBS.gov. Follow the prompts to register, answer a few questions and submit all required documents.

If you already have a USAJOBS account, click "[Apply Online](#)" and follow the prompts to attach any additional documents that may be required.

In order for your application to be considered complete, the following documents must be submitted:

1. Cover Letter (no more than two pages)
2. Resume must contain the following information:
 - a. name
 - b. address
 - c. contact information
 - d. *If you are claiming veteran preference, you must indicate the type of veterans preference you are claiming on your resume*
 - e. detailed work experience related to this position as described in the major duties including:
 - i. dates of employment
 - ii. title
 - iii. grade (for Federal employment)
 - f. education
3. Current and former Federal employees must submit a copy of your last or most recent SF-50, "Notice of Personnel Action" to indicate your current federal status. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate that you possess the years of experience required for this vacancy. You must provide additional SF-50s that clearly demonstrate that you meet the years of experience required for this vacancy. (The SF-50 must show your tenure, grade and step, and type of position occupied. [i.e., Excepted or Competitive])
 - a. Performance award, Realignment, and Detail SF-50's **will not be accepted** as proof of grade or tenure.
4. Five point veterans must submit a DD214 (member 4 copy)

Failure to provide this documentation will result in your application not receiving 5-point preference.

5. Ten point veterans ***must*** submit the following:

- a. A copy of your DD214
- b. Application for 10-point Veteran's preference, SF-15 http://www.opm.gov/forms/pdf_fill/sf15.pdf
- c. A copy of the official letter from VA, dated 1991 or later, certifying the service-connected disability and indicating the percentage of disability
- d. If you're currently serving on Active Duty: submit a letter from your unit identifying the branch of service, period(s) of service, campaign badges or expeditionary medals earned, type of discharge, character of service, and the date you will be separated or be on approved terminal leave. If you supply a statement of service at this stage, your preference/eligibility will be verified by a DD214 (Member 4 Copy) upon separation from the military.

Failure to provide this documentation will result in your application not receiving 10-point preference.

To gain access to your DD214 online, please visit: <http://www.archives.gov/veterans/military-service-records/>

Application packages will NOT be accepted via email, mail or fax. All applications must be received by 11:59 pm on the closing date.

This vacancy announcement will be open from May 20, 2022, to June 10, 2022 or until 200 applications have been received, whichever occurs first. Complete application packages must be submitted at the time that you apply to receive consideration. Additional documents will not be accepted after the vacancy closes.

For More Information

You can obtain forms and additional information by contacting Kerry Sutherland at 202-789-6834 or hr@prc.gov.